

14 JUL 1981

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MEMORANDUM FOR: All Division and Staff Chiefs
 FROM: Deputy Director, Office of Data Processing
 SUBJECT: Nominees for FY-82 Management Training Schedule

1. Attached is a list of OTE Quota and Controlled Courses which will be offered by OTE during FY-82. It is requested that each division and staff submit for MZ Board consideration a list of candidates for each of these courses. These candidates should be selected by the various division and staff panels with the number of candidates being no more than 150% of the ODP allocations shown in the attachment. Tentative dates have been furnished as well as the grade requirements, etc., involved. Firm dates for these courses will be furnished during the latter part of September by the Senior DDA Training Officer. Hopefully, these will be on hand before the final MZ Board selections are made. It is requested that the nominations for the various courses be sent to the ODP Training Officer no later than 1 September 1981 in order that the MZ Board may make their selections by mid-September 1981. Also attached for your information is a list of those employees from your division or staff who took OTE Quota or Controlled Courses during FY-1981.

2. After the MZ Board has formulated the ODP Training Plan for FY-82 by prioritizing a list of candidates for the above courses, the various components will be asked to submit Form 73's, "Requests for Internal Training", for the selected individuals. These forms will be held by the ODP Training Assistant pending requests for course candidates from the DDA Training Officer. Upon such requests, names of primary and alternate candidates will be furnished. Components will be closely consulted before any names are submitted and components notified when candidates are confirmed. It is hoped that close consultation of all parties concerned will help prevent cancellations and last-minute attempts to locate course candidates. For additional information, please contact either Bill or Karen on extension

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Attachments: a/s

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ODF 81-859
8 July 1981

MEMORANDUM FOR: ADP Control Officers

FROM:

Chief, Customer Services Staff, ODP

SUBJECT:

Review of Unused Vm Minidisks

1. To satisfy current and future user space requirements on the VM system we must delete all unused minidisks. It is our judgement that a minidisk is unused if it contains no files within 90 days of issuance.

2. I have attached a list of unused minidisks that your office has on the VM system which were issued prior to 6 April 1981. These minidisks will be deleted on 20 July 1981 unless you can provide written justification for keeping them.

3. [] are available to answer questions or provide assistance and may be reached on extension []



Attachment: As stated

Quered MS & they indicated they did not use these vm minidisks.

*Carol
7/22/81*

This document becomes UNCLASSIFIED
when separate RFP is attached.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/11/01 BY 1045

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